



219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1700 | education.vermont.gov

MEMORANDUM

TO: Superintendent's and Principal's
FROM: AOE Licensing Office
SUBJECT: **Update!** Enforcement of Vermont's Agency of Education Licensing policies relative to incomplete application submission
DATE: 12/15/14

The Vermont Agency of Education, Office of Educator Licensing is informing educators of a change in practice related to license application submissions. Effective December 1, 2014, the AOE Licensing Department processes all paper applications and returns those deemed incomplete to the applicant. The \$40.00 non-refundable processing fee will be kept by the agency. Re-submissions will require a second \$40.00 non-refundable processing fee. An Application is considered incomplete if it is missing **any one (1)** of the 12 items listed below.

Required materials – per specific application instructions; e.g., Initial application instructions, Provisional application instructions, etc.

1. Completed application form
2. Required fee - Check #1--\$40.00 non-refundable processing fee payable to the **Vermont Agency of Education**
3. Required fee - Check #2 -- License fee (refundable if application denied) payable to the Agency as above

License Types	Term	Fee
Level I or Apprenticeship	3 year	\$120
Level II	5year	\$200
Provisional	2 year	\$80
Emergency	1 year	\$40

4. Legal Form- Disclosure statement and explanation of disclosures as needed
5. Legal Form- Oath notarized
6. Legal Form- Statement of Good Standing
7. Legal Form- Consent for Release of Registry Information

¹ Applicants are encouraged to have copies of documents sent to themselves and then forward to the AOE Licensing department. **Official transcripts and score reports should remain sealed when forwarded to the Licensing Office.** Verification of testing has been completed by an official score report or test receipt.



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8. Criminal Background Check
 - a. Check #3- for \$16.50 - made out to **Vermont Department of Public Safety** with notarized request for Criminal Background Check. (Ready for the AOE to send Fingerprint Authorization Certificate) **OR**
 - b. Completed Authorization to Release form to have Criminal Record Check (CRC) report sent to Agency of Education with letter of continuous employment if the date on CRC Report is more than 1 year old.
9. Verification the Praxis I or Praxis CORE test has been taken or authentication of 3 years teaching in the last 7 years for at least part time.¹
10. Verification Praxis II has been taken as required by endorsement: ([Vermont Testing Brochure](#))¹
11. Transcripts
 - a. Official transcripts are required for initial licenses and transcript reviews¹
 - b. Unofficial transcripts may be used for provisional, emergency, or apprenticeship licenses
 - c. Recommendation for licensure, if not included on transcript
12. Provide documentation of any valid licenses or credentials that are required by the endorsement sought.

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